



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 08/25/2014	Employee Requisition Number ER-14081	JOB OPPORTUNITY	
Title/Position: APPLICATION DEVELOPER			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: GEOSPATIAL SUPERVISOR	Location: Okmulgee	Location Code: 219	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the GIS Manager, the Application Developer is needed to provide software development/support in a multi-platform environment, and support daily operations/activities for the Geospatial department. The Application Developer is responsible for design, development, testing and support for the departments applications that may include mobile, desktop and server technology. This position requires the ability to solve complex problems and visualize new perspectives on existing solutions to improve performance, and efficiency. Requires the skill and understanding of advanced programming languages used in today's technology. Should have a broad understanding or proficiency in Microsoft Operating Systems, C#, XML, Python, Java, .Net, SQL, Oracle, REST, Visual Basic, HTML and others
Principal Duties and Responsibilities:	<ul style="list-style-type: none">* Assist with functional requirements gathering and documentation creation* Knowledge and understanding of current programming languages and technology* Create, maintain, update and implement source code that makes up an application or program* Build applications for handheld/tablet platforms* Troubleshoot, resolve, and document daily issues* Provide system software maintenance and operator training if needed* Design and develop user-friendly interfaces to systems, applications, and databases* Use current industry-standard development procedures and best practices applicable to GIS application development



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	* Analyze, design, develop, document, modify and/or create, test, and implement computer applications * Self motivated and ability to learn new techniques
Minimum Requirements:	Bachelor's degree in Management Information Systems, Computer Science, Information Technology, or directly related discipline required. Minimum 2 years experience needed
Preferred Requirements:	Master's degree in Management Information Systems, Computer Science, Information Technology, or closely related field. At least 4 years of computer programming and application development experience preferred.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.